DOCUMENT RESUME

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IDENTIFIERS *San Francisco State University CA

ABSTRACT

Designed to be used as part of the library education program of the J. Paul Leonard Library at San Francisco State University, this series includes the following research guides: (1) How to Cite References; (2) Annotated Bibliographies; (3) How to Use American Statistics Index; (4) How to Use Biological Abstracts; (5) How to Use Chemical Abstracts; (6) How to Use Citation Indexes; (7) How to Use Dissertation Abstracts International; (8) How to Use Engineering Index; (9) How to Use ERIC; (10) How to Use Government Reports, Announcements and Index; (11) How to Use HRAF (Human Relations Area Files); (12) How to Use the Index to International Statistics; (13) How to Use Predicasts Publications; (14) How to Use Psychological Abstracts; (15) How to Use the Reader's Guide; and (16) How to Use the Statistical Reference Index. These research guides are primarily "how to" materials illustrating indexes, abstracts, and research methodology; most are limited to two pages. The first page of each guide in the series is typeset with the library logo for series identification, and all of the guides are stored on disk for easy update and revision. High use and rapidly changing disciplines are revised annually; others are revised as demand requires. (Author/EW)

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LIBRARY EDUCATION BIBLIOGRAPHIES AND RESEARCH GUIDES

HOW TO SERIES

How to Cite References
How to use American Statistics Index
How to use Biological Abstracts
How to use Chemical Abstracts
How to use Citation Indexes
How to use Dissertation Abstracts International
How to use Engineering Index
How to use ERIC
How to use Government Reports, Announcements and Index
How to use HRAF
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How to use Predicasts Publications
How to use Psychological Abstracts
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How to use the Statistical Reference Index

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1986

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HOW TO CITE REFERENCES

BIBLIOGRAPHIES & RESEARCH GUIDES: #5 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

"Citing" is the process of noting the source of information you are quoting, paraphrasing, or otherwise bringing to your reader's attention. The notation that results is called a "citation" or "reference." The term "reference" is also used for the article or book to which the citation refers. For a discussion of when to cite, see the *Modern Researcher*[1] available at the Reference desk.

Correct citation form is clear, complete, consistent, and conforms to accepted rules. Publications called form and style manuals define these rules. Many academic disciplines and most instructors will have a preference about which style manual you use—ask before beginning a term paper or research report.

There are two major categories of citations found in scholarly papers: the footnote and the bibliography. Footnotes normally appear in the body of a paper and provide specific page reference to sources of information or contain an elaborating or clarifying thought by the author. Bibliographies normally appear at the end of the paper and list all references used by the author in researching his or her paper. The form for a footnote and for a reference in a bibliography will differ; be careful to choose the correct form when referring to a style manual.

The following are examples of correct form according to Turabian's style manual[2]:

Book — Bibliography form

Bernstein, Carl, and Woodward, Bob. *All the President's Men*. New York: Simon and Schuster, 1973.

Book — Footnote form

[1]Carl Bernstein and Bob Woodward, *All the President's Men* (New York: Simon and Schuster, 1973), p. 27.

Journal Article — Bibliography form

Gott, J. Richard, III ; Gunn, James E. ; Schramm, David N. ; and Tinsley, Beatrice M. "Will the Universe Expand Forever?" *Scientific American* 234 (March 1976): 62-79.

Journal Article — Footnote form

[1]J. Richard Gott, III, et al., "Will the Universe Expand Forever?" *Scientific American* 234 (March 1976): 65.

Newspaper Article — Bibliography form

Shenon, Phillip. "North Files Suit that Challenges Iran Prosecutor." *New York Times*, 25 February 1986, sec. 1, p. 1, 8.

Newspaper Article — Footnote form

[1]Phillip Shenon, "North Files Suit that Challenges Iran Prosecutor," *New York Times*, 25 February 1986, sec. 1, p. 1.

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[1]Jacques Barzun and Henry F. Graff, *The Modern Researcher*, 4th ed. (New York: Harcourt Brace Jovanovich, Inc., 1985).

[2]Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 4th ed., (Chicago: University of Chicago Press, 1973).

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ANNOTATED BIBLIOGRAPHIES

BIBLIOGRAPHIES & RESEARCH GUIDES: #5A J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Definition: A bibliography in which the entries contain a note of comment, criticism or explanation of the original research consulted.

Purpose: To provide the reader with a description of the content, critical commentary, or the significance of the material consulted to the work presented. Unworthy or unnecessary references are less likely to appear in an annotated bibliography.

Form: Annotations need not be grammatically complete sentences. They may be one or two lines, or a paragraph in length. The citations are not meant to stand alone.

Examples:

Arnold, E.C. *Ink on Paper*. New York: Harper and Row, 1963.
Well illustrated account of printers' terms and equipment, typesetting, layout, printing processes, paper and binding.

Fowler, H.W., and Sir Earnest Gowers. *A Dictionary of Modern English Usage*. 2nd ed. New York: Oxford University Press, 1965.
Detailed, precise, and often entertaining notes on prose style, grammar, and word meaning. Highly recommended.

Sources (For more examples):

Ref LB 2369 C3
Campbell, William Giles; Ballou, Stephen Vaughan; and Slade, Carole. *Form and Style: Theses, Reports, Term Papers*. 7th ed. Boston: Houghton Mifflin, 1986. p. 123.

Ref BF 76.7 P83 1983
Publication Manual of the American Psychological Association. 3rd ed. Washington, D.C.: American Psychological Association, 1983. pp. 183-188.

Ref LB 2369 T8 1973
Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. 4th ed. Chicago: University of Chicago Press, 1973. p. 131.

PN 146 B36 1978
Van Leunen, Mary-Claire. *A Handbook for Scholars*. New York: Alfred A. Knopf, 1978. pp. 175-176.

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HOW TO USE AMERICAN STATISTICS INDEX

BIBLIOGRAPHIES & RESEARCH GUIDES: #103 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

SCOPE

The American Statistics Index (ASI), 1974 - date, provides extensive subject access to statistical tables in U.S. government publications. The 1974 volume also includes a few major series from 1960 to 1973; for example, the U.S. Census. ASI is published monthly, with quarterly and annual cumulations.

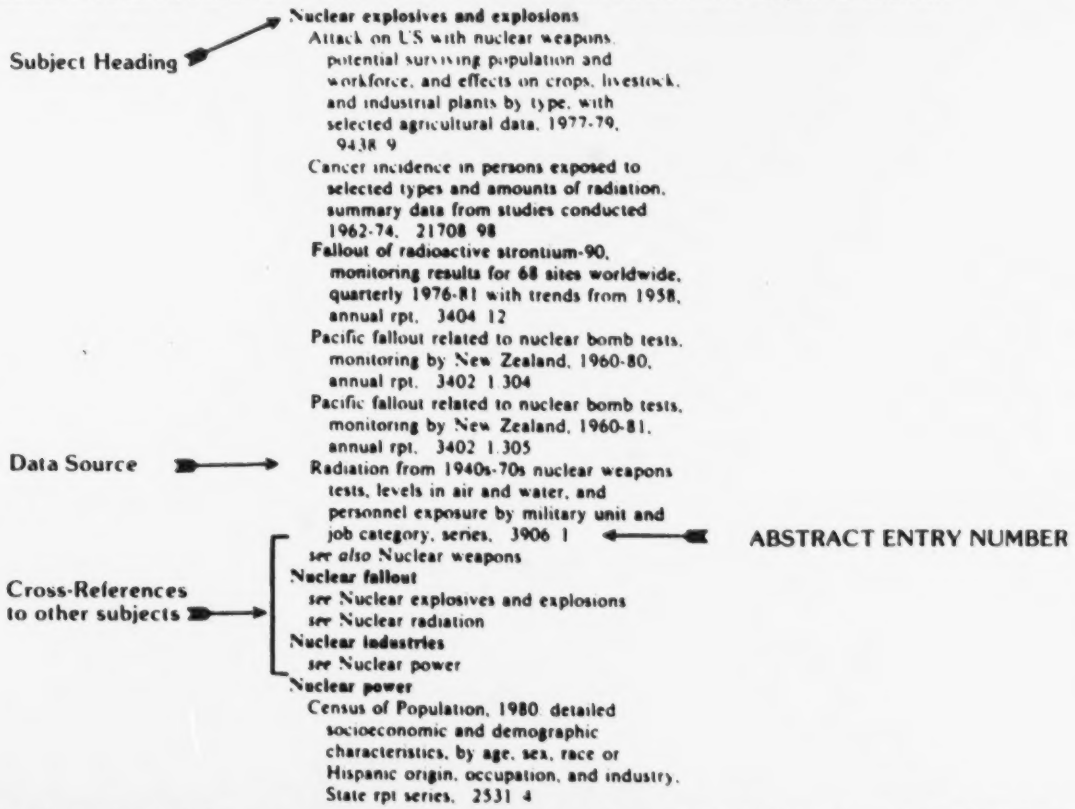
Most sources listed in ASI are available in this library, but not all. Many of the sources will be in the regular government publications collection, some will be in the library's periodical department on the 2nd floor, and some will be in the ASI Microfiche Collection of "non-depository" documents. The availability of a particular source is determined from the information in the abstract section of ASI.

LOCATION

ASI is in the Government Publications index area, 4th floor, near the service desk. The ASI microfiche is in two cabinets in the same area and also is available back to 1974.

STEP 1: SUBJECT INDEX

The annual index volume (or monthly or quarterly current issues) is mainly composed of an alphabetical SUBJECTS AND NAMES index with extensive cross-references from one subject to another:

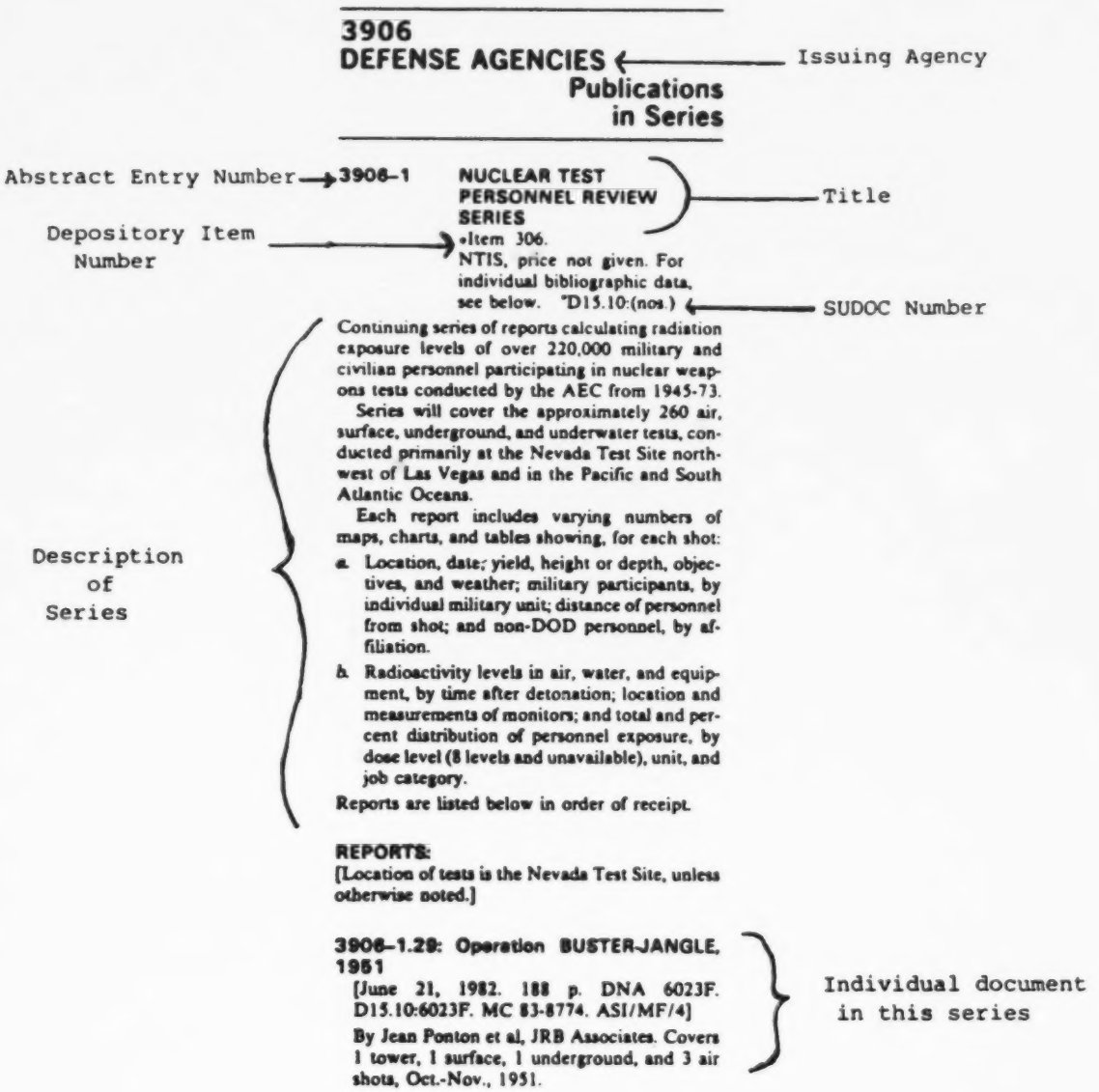

Subject Heading
Nuclear explosives and explosions
Attack on US with nuclear weapons, potential surviving population and workforce, and effects on crops, livestock, and industrial plants by type, with selected agricultural data, 1977-79, 9438 9
Cancer incidence in persons exposed to selected types and amounts of radiation, summary data from studies conducted 1962-74, 21708 98
Fallout of radioactive strontium-90, monitoring results for 68 sites worldwide, quarterly 1976-81 with trends from 1958, annual rpt, 3404 12
Pacific fallout related to nuclear bomb tests, monitoring by New Zealand, 1960-80, annual rpt, 3402 1 304
Pacific fallout related to nuclear bomb tests, monitoring by New Zealand, 1960-81, annual rpt, 3402 1 305
Data Source
Radiation from 1940s-70s nuclear weapons tests, levels in air and water, and personnel exposure by military unit and job category, series, 3906 1
ABSTRACT ENTRY NUMBER
Cross-References to other subjects
see also Nuclear weapons
Nuclear fallout
see Nuclear explosives and explosions
see Nuclear radiation
Nuclear industries
see Nuclear power
Nuclear power
Census of Population, 1980 detailed socioeconomic and demographic characteristics, by age, sex, race or Hispanic origin, occupation, and industry, State rpt series, 2531 4

This volume also includes indexes by TITLE, by DOCUMENT REPORT NUMBERS, and by STANDARD STATISTICAL CATEGORIES (such as age, sex, SMSA, states, SIC numbers, etc.).

RI 265

STEP 2: ABSTRACT SECTION

Look up your abstract entry number in the ABSTRACT volume for the same year as the SUBJECT INDEX volume used (or for the appropriate month and year in the current issues). The abstract entry gives source information and a detailed description of the contents of the statistical tables. For most documents, it will be important to locate the SUDOC number given near the beginning. The SUDOC number is assigned by the U.S. Superintendent of Documents; we use it as a shelving number for the documents in our collection.


3906
DEFENSE AGENCIES
Publications in Series
Issuing Agency
Abstract Entry Number
3906-1
NUCLEAR TEST PERSONNEL REVIEW SERIES
Title
Depository Item Number
•Item 306.
NTIS, price not given. For individual bibliographic data, see below. *D15.10:(nos.)
SUDOC Number
Description of Series
Continuing series of reports calculating radiation exposure levels of over 220,000 military and civilian personnel participating in nuclear weapons tests conducted by the AEC from 1945-73.
Series will cover the approximately 260 air, surface, underground, and underwater tests, conducted primarily at the Nevada Test Site northwest of Las Vegas and in the Pacific and South Atlantic Oceans.
Each report includes varying numbers of maps, charts, and tables showing, for each shot:
a. Location, date; yield, height or depth, objectives, and weather; military participants, by individual military unit; distance of personnel from shot; and non-DOD personnel, by affiliation.
b. Radioactivity levels in air, water, and equipment, by time after detonation; location and measurements of monitors; and total and percent distribution of personnel exposure, by dose level (8 levels and unavailable), unit, and job category.
Reports are listed below in order of receipt.
REPORTS:
[Location of tests is the Nevada Test Site, unless otherwise noted.]
3906-1.29: Operation BUSTER-JANGLE, 1951
[June 21, 1982. 188 p. DNA 6023F. D15.10:6023F. MC 83-8774. ASI/MF/4]
By Jean Ponton et al, JRB Associates. Covers 1 tower, 1 surface, 1 underground, and 3 air shots, Oct.-Nov., 1951.
Individual document in this series

The ASI index is so complete that it indexes chapters in documents and articles in government periodicals. The abstract entry numbers for these will often be expanded by the use of decimal points; the complete bibliographic citation (with title and SUDOC number) will be given. For example, complete information for 9362-1.302 will be listed under 9362-1.

The ASI abstract volumes are arranged by agencies; each agency has a permanent set of ASI abstract numbers. The U.S. International Trade Administration, for example, will always have numbers 2042-2048.

STEP 3: FIND THE DOCUMENT

ASI includes both "depository" and "non-depository" documents. A depository document is automatically sent to this library if we have chosen its subject category. Non-depository documents are seldom sent to libraries, so we purchase them on microfiche.

It it a depository document?

Check the main bibliographic description for a black dot, followed by the depository item number:

● Item 306

If there is a black dot, then locate the SUDOC number (it always follows a tiny degree symbol):

°D15.10:(nos)

Check the Government Publications card catalog under that SUDOC number. If the document is listed, request it at the desk.

Is it a non-depository document?

If the main bibliographic description does not include a black dot and depository item number, then the document should be in the ASI Microfiche collection. Check the ASI microfiche drawer for the same year as the ABSTRACT volume used and check for the microfiche copy under the abstract number.

For example, this is a non-depository document, even though it has a SUDOC number.

4002-5 **CHILD SUPPORT ENFORCEMENT STATISTICS**
Semiannual. Jan. 1983.
66 p. no paging.
OCSE Pub. 0005. †
ASI/MF/3 °HE24.9/2:982.

There are several microfiche readers in the area and one reader-printer. Occasionally, non-depository documents which are periodicals may also be in the library's periodical collection; for example, the Federal Reserve Bank of New York, Quarterly Review.

HOW TO USE BIOLOGICAL ABSTRACTS

BIBLIOGRAPHIES & RESEARCH GUIDES: #44 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Biological Abstracts, 1926 , is the most thorough and comprehensive index to articles in all fields of biology. *Biological Abstracts* covers mainly research articles from journals. Some review articles are also included. An abstract (or summary) of each article is provided

Searching by Subject

Each semimonthly issue has its own subject index. A separate cumulated subject index is published every 6 months. A sample taken from the Subject Index looks like this:

SE SHIFT THE CIRCADIAN	FLIGHT ACTIVITY OF A BAT HIPPOSIDERO	92022
CLUTCH SIZE HATCHING	ADAPTATION BIOENERGETICS ST	92771
ETATE 2 5 10 ACETATE	BEHAVIOR MASS TRAPPING/SYN	94195
GRATION 1 OVER LAND	BEHAVIOR OF SHARP-SHINNED H	93782
M ATYPICAL FIBRILLAR	MUSCLE IN STREPSIPTERA ELENC	95984

Each line represents one citation, so for example if you are interested in flight behavior of birds, you might be interested in the index line:

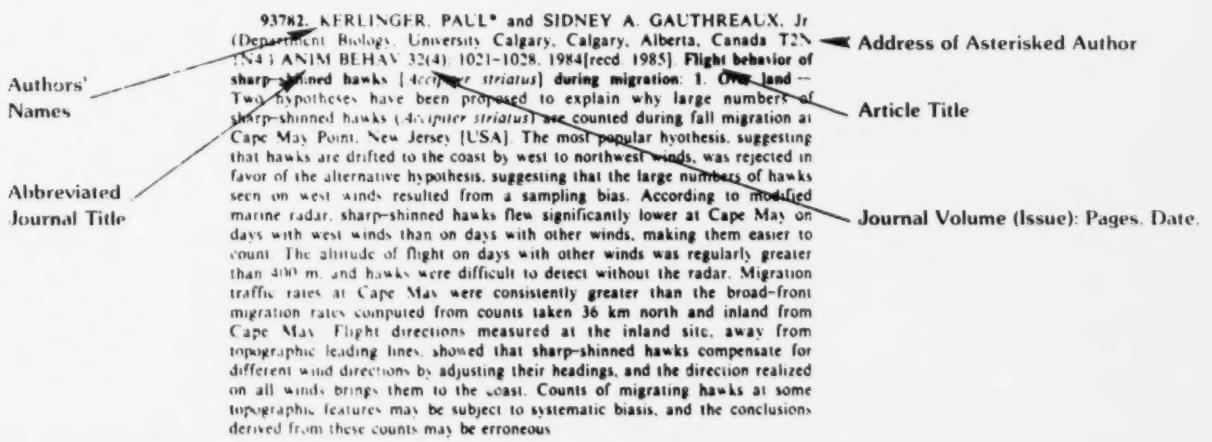
GRATION 1 OVER LAND [FLIGHT] BEHAVIOR OF SHARP-SHINNED H 93782

which leads you to the Abstract Section (the front of the same issue if you are using a semi-monthly issue), to abstract number 93782. Each line of the Subject Index indexes an article by a keyword from the article title ("flight" in this case), and gives the keyword in context by showing a few of the words that follow it and a few of the words that precede it in the article title.

In the Abstracts Section, abstract number 93782 summarizes an article entitled "Flight behavior of sharp-shinned hawks [*Accipiter striatus*] during migration: 1.Over land," and gives the full citation for that article. The same article is also indexed in the Subject Index under the keywords "behavior," "sharp-shinned," "hawks," "migration," and "land." Since the Subject Index depends on key words from titles, use all synonyms and all forms of a term: e.g., not only "flight" but also "flights," "flies," "flying," and possibly "soaring," "gliding," "migration."

Abstract Section

A characteristic abstract looks like this:



93782. KERLINGER, PAUL* and SIDNEY A. GAUTHREAUX, Jr (Department Biology, University Calgary, Calgary, Alberta, Canada T2N 1N4) ANIM BEHAV 32(4): 1021-1028. 1984[recd. 1985]. **Flight behavior of sharp-shinned hawks [*Accipiter striatus*] during migration: 1. Over land** — Two hypotheses have been proposed to explain why large numbers of sharp-shinned hawks (*Accipiter striatus*) are counted during fall migration at Cape May Point, New Jersey [USA]. The most popular hyothesis, suggesting that hawks are drifted to the coast by west to northwest winds, was rejected in favor of the alternative hypothesis, suggesting that the large numbers of hawks seen on west winds resulted from a sampling bias. According to modified marine radar, sharp-shinned hawks flew significantly lower at Cape May on days with west winds than on days with other winds, making them easier to count. The altitude of flight on days with other winds was regularly greater than 400 m, and hawks were difficult to detect without the radar. Migration traffic rates at Cape May were consistently greater than the broad-front migration rates computed from counts taken 36 km north and inland from Cape May. Flight directions measured at the inland site, away from topographic leading lines, showed that sharp-shinned hawks compensate for different wind directions by adjusting their headings, and the direction realized on all winds brings them to the coast. Counts of migrating hawks at some topographic features may be subject to systematic biasis, and the conclusions derived from these counts may be erroneous

It is necessary to use the separate publication, Serial Sources for the BIOSIS Data Base (shelved with Biological Abstracts) to identify the full journal title

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Searching by Taxonomic Group

Biosystematic Index. To find articles on a major taxonomic group, use the Biosystematic Index. The Biosystematic Index indexes by taxonomic categories, to the family level (phylum, class, order, family). Broad subjects further subdivide each taxonomic category: the article on hawk flight behavior is listed as:

• Falconiformes
Ecology, Animal
93777 93782 93807 93882 93886

Generic Index. To find articles on a particular genus or species, use the Generic Index. The above article is listed in the Generic Index as:

ACCIPITER-STRIATUS ECOL ANIMAL 93782

The Generic Index lists an article only when the scientific name of an organism appears in the article; if only the popular name is used, a Biosystematic Index entry will appear, but not a Generic Index entry.

Searching by Author

To find articles by a particular author, use the author index. An article by several authors is listed under each of the authors' names. Only author name and abstract number are given in the Author Index: KERLINGER, P. 93782.

Browsing

Abstracts in *Biological Abstracts* are arranged in broad subject categories. Only the Abstracts Section contains complete citations to the original journal articles. The broad subject categories, or Section Headings, are listed in the front of each issue of *Biological Abstracts*. To browse in *Biological Abstracts*, find the best Section Heading(s) from the list and go directly to those abstracts in the Abstracts Section.

Concept Index

The Concept Index uses the same broad subject categories used as Section Headings. In the Concept Index, abstract numbers for *all* articles relevant to a heading are listed under that heading; the Concept Index thus groups not only the articles listed under the Section Heading in the Abstract Section, but also other articles that may be widely scattered in the Abstract Section. The Concept Index provides abstract numbers only. Rather than looking up every one of the numbers in the Abstract Section, match the numbers under one broad concept with the numbers under another concept relevant to your topic, or match the numbers under a Concept Index heading with numbers from the Subject, Biosystematic, or Generic Indexes that represent another aspect of your topic, and look up only the abstracts whose numbers appear in both places.

Biological Abstracts/RRM

Biological Abstracts/RRM [*Reports, Reviews, Meetings*] covers symposium papers, notes, and other publications not included in *Biological Abstracts*. Each issue of *Biological Abstracts/RRM* has Subject, Biosystematic, Generic, Concept, and Author Indexes. The reference numbers in *Biological Abstracts/RRM* refer not to abstracts but to citations in the Content Summaries Section, where complete citations and added taxonomic and subject terms are shown.

Content Summary Section

A typical content summary looks like this:

46413. HOFFMAN, WAYNE and G. THOMAS BANCROFT (Dep. Biology, Univ. South Fla., Tampa, FL 33620.) WILSON BULL 96(3): 499–504. 1984 Molt in vagrant black scoters [*Melanitta nigra*] wintering in peninsular Florida [USA] /MIGRATION
CON Circadian Rhythm or Other Periodic Cycles/Animal Behavior/ Integumentary Physiology & Biochemistry
TAX Anseriformes

Since articles, reports, etc. covered in *Biological Abstracts/RRM* are not covered in *Biological Abstracts*, you will not find an abstract of this item; for additional information, you must go to the original article or report.

BIOSIS

BIOSIS [*BIOSciences Information Service*] is the term the publisher and database producer uses for *Biological Abstracts*, *Biological Abstracts/RRM*, and the database which allows computer searching of both *Biological Abstracts* and *Biological Abstracts/RRM*. For more information about computer search services, see Information Guide #12, Online Search Services.

HOW TO USE CHEMICAL ABSTRACTS

BIBLIOGRAPHIES & RESEARCH GUIDES: #32 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

What is Chemical Abstracts?

Chemical Abstracts*, 1907- indexes and abstracts (provides concise, informative statements of the major findings) the world's chemical and chemical engineering literature. Indexed in CA are articles from over 14,000 periodicals from 150 countries, patents from 26 countries, technical reports, conference proceedings, dissertations, and books.

How often is CA published?

CA has divided the chemical literature into 80 subject groups. Sections 1-34 (biochemistry and organic chemistry) and Sections 35-80 (macromolecular chemistry, applied chemistry, chemical engineering, physical and analytical chemistry) are issued respectively on alternate weeks. Each subject section is arranged with periodicals, proceedings, technical reports, and dissertations listed first; new book announcements second; and patents third. Each group is separated by long lines across the page columns of each section.

What kinds of indexes are there?

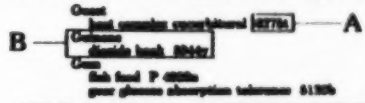
Issued weekly: Author index, patent index, and a keyword subject index.

Issued semi-annually: Author index, patent index, general subject index, chemical substance index, chemical formula index, and index of ring systems.

Cumulative indexes: Since 1957 the indexes that are issued semi-annually have been cumulated every five years. From 1906-1956 subject and author indexes were published every ten years. These indexes are called Collective Indexes.

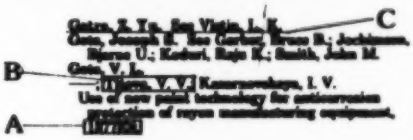
How do I use each of these indexes?

WEEKLY SUBJECT KEYWORD INDEX



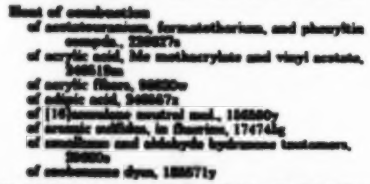
A. Abstract number.
B. The indexing is based on words and phrases from the title and the text of the abstract.

SEMI-ANNUAL AUTHOR INDEX



A. Abstract number.
B. Joint author.
C. Articles are listed under a primary author only. If the author is a secondary author, then there is a cross-reference.

SEMI-ANNUAL GENERAL SUBJECT INDEX



Use this index when searching for concepts, classes of chemical substances, applications, uses, properties, reactions, apparatus, processes, and biological genus and species names. A controlled vocabulary is used which is explained in the supplementary volume called The Index Guide. BE SURE to consult the Guide before using this index.

SEMI-ANNUAL CHEMICAL SUBSTANCE INDEX

CA has developed a systematic nomenclature which is based on the motto "one compound—one name." This system attempts to name each structure as completely as possible and to group structurally related compounds together. The basic guideline is: parent, substituent, modification, stereo. BE SURE to consult the Index Guide before using this index as it connects the names CA assigns substances to the ones used in the published literature and/or in previous Collective Indexes. Major name changes were made between the 8th and 9th Collective Indexes.

Continued . . .

*Hereafter Chemical Abstacts will be referred to as CA.

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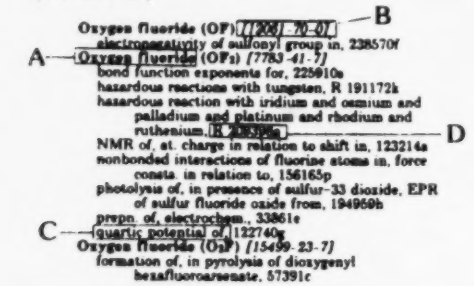
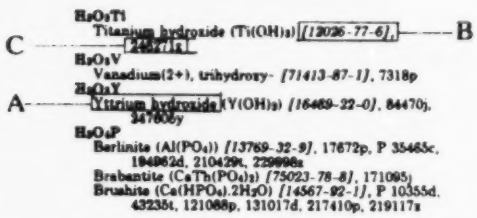
SEMI-ANNUAL CHEMICAL SUBSTANCE INDEX
(continued)


Oxygen fluoride (OF) [12081-70-0]
electronegativity of sulfonyl group in, 238570f
Oxygen fluoride (OF2) [7783-41-7]
bond function exponents for, 225910a
hazardous reactions with tungsten, R 191172k
hazardous reaction with iridium and osmium and palladium and platinum and rhodium and ruthenium, R 208396k
NMR of, at. charge in relation to shift in, 123214a
nonbonded interactions of fluorine atoms in, force consts. in relation to, 156165p
photolysis of, in presence of sulfur-33 dioxide, EPR of sulfur fluoride oxide from, 194969h
prepn. of, electrochem., 33861e
quartic potential of, 122740g
Oxygen fluoride (O2F) [15499-23-7]
formation of, in pyrolysis of dioxygenyl hexafluoroarsenate, 57391c
A
B
C
D

The entry gives:

A. Substance name.
B. The Hill Registry Number which is a unique number assigned to every substance by a computer algorithm and has no chemical significance.
C. Text descriptors.
D. Abstract number. The "R" before the abstract number indicates that is a review article. A "B" identifies a book reference and a "P" identifies a patent document reference.

SEMI-ANNUAL CHEMICAL FORMULA INDEX



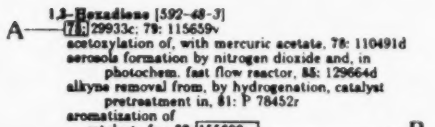
For carbon-containing compounds the elements are arranged as follows: C, H (if present), then the remaining elements in alphabetical order. For compounds not containing carbon, the elements are arranged in alphabetical order.

The entry gives:

A. The substance name.
B. The Hill Registry number. Note that no text description is given.
C. Abstract number.

Due to space constraints the Index of Ring Systems and how patents are indexed will not be explained on this sheet. Please see a reference librarian for assistance.

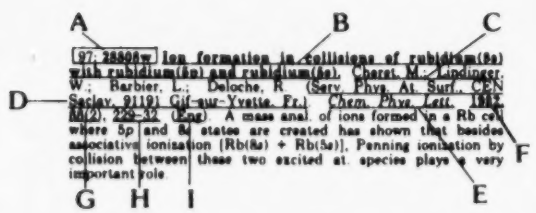
CUMULATIVE INDEXES


1,3-Hexadiene [592-48-3]
(78: 29933c; 79: 115659v
acetoxylation of, with mercuric acetate, 78: 110491d
aerosols formation by nitrogen dioxide and, in photochem. fast flow reactor, 85: 129664d
alkyne removal from, by hydrogenation, catalyst pretreatment in, 81: P 78452r
aromatization of
catalysts for, 82: 155608w
mechanism of, 79: 77764r
A
B

A. CA volume number. BE SURE to look up your abstract number in the correct volume. CA volume numbers change every six months and the abstracts are numbered consecutively throughout each volume.
B. Abstract number. CA has changed their method of reporting abstract numbers over the years. This style has been used since 1967. Please see a reference librarian if you need assistance in using the earlier volumes.

How do I interpret the information in the CA Abstract Heading?

Due to space constraints only a journal article abstract heading will be explained. Please see a reference librarian for assistance in interpreting the other formats.


97: 28808w Ion formation in collisions of rubidium(5s) with rubidium(5p) and rubidium(6s). Charet, M.; Lindinger, W.; Barbier, L.; Deloche, R. (Serv. Phys. At. Surf., CEN Saclay, 91191 Gif-sur-Yvette, Fr.) Chem. Phys. Lett. 1982, 88(2), 229-32 (Eng). A mass anal. of ions formed in a Rb cell where 5p and 6s states are created has shown that besides associative ionization [Rb(6s) + Rb(5s)], Penning ionization by collision between these two excited at. species plays a very important role
A
B
C
D
E
F
G
H
I

A. CA volume number and abstract number.
B. Title of journal article.
C. Author's name given in inverted style. Co-authors are separated by semi-colons.
D. Address at which reported work was done.
E. Journal title in abbreviated form.
F. The year of publication.
G. Volume and issue number of publication.
H. Inclusive pagination of article.
I. Language of article.

HOW TO USE CITATION INDEXES

BIBLIOGRAPHIES & RESEARCH GUIDES: #3 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

The citation index is a fairly recent development in indexing (except in the field of law where is has been common for years). A citation index enables the researcher to find highly relevant articles on a topic by starting with a piece of reserach already known, rather than with subject headings and key words.

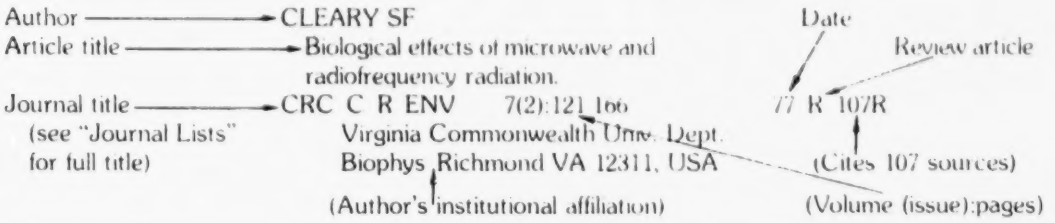
Science Citation Index, 1965 , is a typical citation index and is used to illustrate the following discussion.

Let us say you know of an article Sol Michaelson wrote about microwave radiation and its biological effects. You know the article appeared in the journal *Aerospace Medicine*, in 1964, and you want to find out who has been doing research along similar lines.

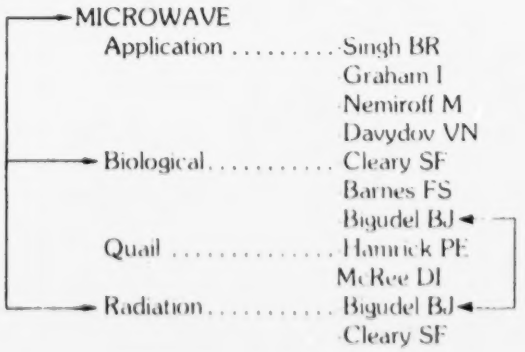
If you go to a recent issue of the CITATION INDEX section of *Science Citation Index*, you will see who has been recently citing (and, hence, dealing with the concepts in) Michaelson's article:

MICHAELSON SL					
69 Biological Effects H		35			
Brent RL	BK#01129	R	1977	153	77
MICHAELSON SM					
64 Aerospace Med	35 824				
Cleary SF	CRC C R ENV	R	7	121	77
67 AD824242 ASTIA DOC					
Carpenter RL	BK#00867	R	1977	111	77

According to this listing S.F. Cleary recently cited Michaelson's 1964 article. To find the full title of Cleary's article, it is necessary to turn to the SOURCE INDEX section of *Science Citation Index*:


Author → CLEARY SF
Article title → Biological effects of microwave and radiofrequency radiation.
Journal title → CRC C R ENV 7(2):121-166
(see "Journal Lists" for full title)
Virginia Commonwealth Univ. Dept. Biophys. Richmond VA 12311, USA
(Author's institutional affiliation)
Date
Review article
77 R 107R
(Cites 107 sources)
(Volume (issue):pages)

Science Citation Index also has a KWOC (Key-Word-Out-of-Context) subject index which lists every key word alphabetically followed by every other key word which appears in the title with it. This subject index is called the PERMUTERM SUBJECT INDEX:



AK 5.80
85.72

As you can see, the only information the subject index gives you is the name of the author of the article. It is therefore always necessary to look the author up in the SOURCE INDEX section in order to find what exactly he/she wrote:

BIGUDEL BJ
ROMEROSI C Design of a monopole radiator
to investigate effect of microwave radiation
in biological systems
J BIOENG 1(3):181-184 77 1. 6R
Queens Univ.Dept Anat, Kingston, Ontario,Canada

In other words:

OTHER CITATION INDEXES

The Institute for Scientific Information which publishes *Science Citation Index* also publishes the following indexes which are similarly organized:

Arts and Humanities Citation Index, 1977
Index to Book Reviews in the Sciences, 1980-1981
Index to Scientific Proceedings, 1978
Index to Scientific Reviews (review articles), 1974
Index to Social Sciences and Humanities Proceedings, 1979
Social Science Citation Index, 1966

Each of these indexes has a "Guide" which you should consult in order to ensure that you understand the symbols used by the index.

HOW TO USE DISSERTATION ABSTRACTS INTERNATIONAL

BIBLIOGRAPHIES AND RESEARCH GUIDES: # 39 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Dissertation Abstracts International is an index and abstracting service for doctoral dissertations accepted at universities in the United States and, since 1969, in some foreign countries.

Comprehensive Dissertation Index (CDI)

Comprehensive Dissertation Index, 1861-1972 (1 set) and 1973- (annual), is a master Subject and Author index to *Dissertation Abstracts International* and other doctoral dissertation indexes. To find dissertations on a topic, begin with *CDI*'s Subject Indexes in the multi-volume set and in the annual volumes. In front of the *CDI* subject indexes there is a list of the subject fields covered and the volume numbers and page numbers where dissertations in those fields are listed. Choose the subject fields that are appropriate for your topic:

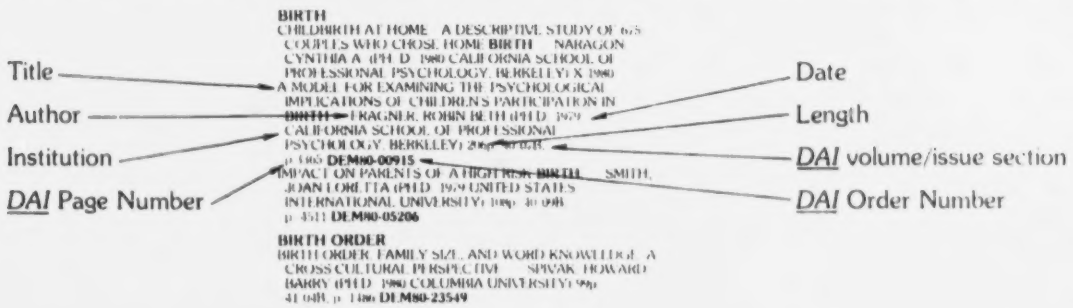
TABLE OF CONTENTS
BY VOLUME

1 SCIENCES-Part 1
Agriculture 1
Biological Sciences 123

3 SOCIAL SCIENCES
AND HUMANITIES-Part 1
Education 1
Fine Arts 483
Mass Communications 519
Music 539
Psychology 579

5 AUTHOR INDEX 1

Turn to the appropriate volume and page numbers and look up your topic by key word. For instance, if you were interested in the psychological effects of family member participation in childbirth, you would look in the section listing Psychology dissertations (volume 3, beginning on page 579) under key words such as childbirth or birth:


BIRTH
CHILDBIRTH AT HOME A DESCRIPTIVE STUDY OF 625
COUPLES WHO CHOSE HOME BIRTH NARAGON,
CYNTHIA A. (PH.D. 1980 CALIFORNIA SCHOOL OF
PROFESSIONAL PSYCHOLOGY, BERKELEY) X 1980
A MODEL FOR EXAMINING THE PSYCHOLOGICAL
IMPLICATIONS OF CHILDREN'S PARTICIPATION IN
BIRTH HAGNER, ROBIN BETH (PH.D. 1979
CALIFORNIA SCHOOL OF PROFESSIONAL
PSYCHOLOGY, BERKELEY)
p. 0165 DEM80-00915
IMPACT ON PARENTS OF A HIGH RISK BIRTH SMITH,
JOAN LORETTA (PH.D. 1979 UNITED STATES
INTERNATIONAL UNIVERSITY)
p. 4511 DEM80-05206
BIRTH ORDER
BIRTH ORDER, FAMILY SIZE, AND WORD KNOWLEDGE: A
CROSS CULTURAL PERSPECTIVE SPIVAK, HOWARD
BARRY (PH.D. 1980 COLUMBIA UNIVERSITY)
41/04B, p. 1486 DEM80-23549
Title
Author
Institution
DAI Page Number
Date
Length
DAI volume/issue section
DAI Order Number

Dissertation Abstracts International (DAI)

All the dissertations indexed in *CDI* with a citation ending with a reference to: volume/issue number section, page number (e.g., 40/07B, p. 3365) are abstracted in *Dissertation Abstracts International* (library has vol. 12, 1952). To locate the abstract for the dissertation on children's participation in birth, you would go to *DAI*, volume 40, section B, page 3365 and there you would find an abstract.

83.332

***DAI* Abstract**

A MODEL FOR EXAMINING THE PSYCHOLOGICAL IM PLICATIONS OF CHILDREN'S PARTICIPATION IN BIRTH
Order No. 8000915

FRAGNER, Robin Beth, Ph.D. California School of Professional Psychology, Berkeley, 1979 206pp. Chairperson: Dr. Richard Metz

The purpose of this research was the development of a theo retical model for examining the psychological implications of children's participation in birth. A preliminary model was formulated after an examination of the literature on children at birth and after discussions with obstetricians, midwives, and knowledgeable parents. The model incorporated the following factors: family history and congruence, motivation, prepara tion, arrangements, changed roles for the family at birth, ef fects of the siblings on the birth, bonding, sibling rivalry, trauma, self concept. Five families whose children participated in the birth of a sibling were interviewed regarding their moti vations, preparations, arrangements, and their perceptions of the birth and its effects on their children. Two of these fami lies were also observed at the birth itself. Revision of the model focussed on the importance of the general emotional tone of the birth in determining the possible effect on the children and a reformulation of the possibility of trauma related to the relative fulfillment of the needs for autonomous growth and affiliation.

Because *CDI* is not up to date, to locate references to recent dissertations you need to use the latest monthly issues of *DAI*. There is a key word index in the back of each monthly issue. It refers you to the page where the dissertation is abstracted.

NICARAGUA
REGIONAL RADIO FOR DEVELOPMENT: THE INFORMATION ENVIRONMENT OF MISKITO VILLAGE WOMEN IN THE LOWER WANKS/WASPASKA AND KRIS KRIN, NICARAGUA (Vol. 39, 7963-A MASS COMMUNICATIONS)
BROWNSLEE, BONNIE JEANNE, Ph.D. [illegible]

Since vol. 27 *DAI* has been published in two series: A: Humanities and Social Sciences and B: Sciences and Engineering. In the front of each *DAI* there is a list of which subject fields are covered in A and which in B. (This is not always obvious. For example, in *DAI* Psychology dissertations are abstracted in series B.) The abstracts in *DAI* are arranged by subject field so that you can browse through all the abstracts of dissertations in the fields that interest you. This is a good way to get a feel for current research in your field.

Both *CDI* and *DAI* have author indexes so you can locate references to dissertations written by a particular individual. *DAI*'s author index follows the key word index at the back of each monthly issue. Each year an annual cumulation is published.

Obtaining Dissertations

The library has very few dissertations. To see if the library has the dissertation you are interested in, check the Author Title Catalog. If not, in rare cases you may be able to obtain the dissertation through the Interlibrary Loan Service, 1st floor. (Dissertations are generally unavailable through ILL because most universities refuse to loan their dissertations.) Generally, the only way to obtain a dissertation listed in *DAI* is by purchasing it from University Microfilms International, the publisher of *DAI*. Order forms are available at the Reference Desk. The most recent published price list appears in the latest monthly *DAI*.

Masters Abstracts

University Mircofilms International also publishes a selective index/abstract to masters theses called *Masters Abstracts*. the arrangement is like that of *DAI*.

HOW TO USE ENGINEERING INDEX

BIBLIOGRAPHIES & RESEARCH GUIDES: #38 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

What is Engineering Index? *Engineering Index* is published monthly and cumulates annually, and indexes and abstracts the world's technological literature. *Engineering Index* covers the literature from all of the engineering disciplines and the various functions of engineering including research, development and testing, design, construction and maintenance, production, marketing, management, consulting, and education. Indexed are articles from over 2,200 periodicals, conference proceedings, reports, monographs, and books.

How do I search by subject? The main body of *Engineering Index* consists of the abstracts which are arranged by subject. Think of the best key term for your topic and look it up. If that key term is not used as a subject heading, try changing the sequence of the words in your phrase or try thinking of different words for your topic. For a list of the subject headings used by *Engineering Index*, consult *Subject Headings for Engineering* (SHE) which is shelved with *Engineering Index*.

Although *Engineering Index* assigns several subject headings to each article, the bibliographic citation and abstract are only printed under one subject heading. At the other subject headings assigned each article there are cross references to the subject heading that contains the bibliographic citation and abstract.

In the example below there were no articles listed directly under the subject heating "Mathematical Techniques - Applications" but there were articles at least partly on this subject. To find the articles that discuss Mathematical Techniques--Applications" you must scan all of the citations under each of the subject headings you are told to "see."

MATHEMATICAL TECHNIQUES
Applications See ELECTRODYNAMICS Theory FLOW OF FLUIDS Rotating LIGHT Reflection PLASMAS Waves PLATES Buckling STRUCTURAL ANALYSIS

In the example below in addition to the articles that were listed under "Stresses" there were other articles that were at least partly on this subject. To find these articles you must look up each one of the subject headings you are told to "see also" and scan all of the citations under these subject headings to find the articles that also discuss "Stresses."

STRESSES See Also BEAMS AND GIRDERS Cou- See FATIGUE OF MATERIALS MATERIALS Crack Propagation

Now that I have found the correct subject heading for my topic, how do I interpret the bibliographic information that is with each entry?

BEAMS AND GIRDERS

Buckling See Also SYSTEM STABILITY Criteria

A ← 008249 TRANSVERSE BUCKLING OF A ROTATING → B
TIMOSHENKO BEAM. This work considers a group of [illegible] Timoshenko beams. The [illegible] C [illegible] D

E ← [illegible] → E
F [illegible] I
G H

008250 BERECHNUNG STABILITALTSGEFAHRDETER STABWERKE MIT BERUECKSICHTIGUNG VON ENTLASTUNGSBEREICHEN. [Calculation of Instability-Prone Rod Structures with Allowance for Unloading Regions]. The purpose of this paper is to ses- [illegible] J K

Resk, K.; Knothmann, R. Stahlbau v 51 n 10 Oct 1982 p 320-328

A. *Engineering Index* entry number.

B. Title of article.

C. Primary author.

D. Author's affiliation.

E. Secondary author.

F. Abbreviated title of periodical.

G. Volume and issue number of publication

H. Date of publication.

I. Inclusive pagination of article.

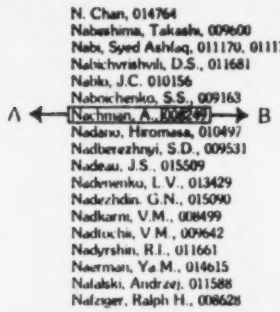
J. Number of references cited.

K. Language of article.

Note that there will also be an article on "Beams and Girders--Buckling" listed under the subject heading "System Stability--Criteria."

85 156
BEST COPY AVAILABLE

How do I search by author? The author index is the last section of the monthly issues.



A. Author's name.

B. Entry number. The abstracts are arranged in number order in the main part of the index regardless of the subject heading. Entry 008249 is shown on the front side of this page. This entry is for the monthly issue only.

How do I use the annual volumes of Engineering Index? The monthly issues of *Engineering Index* are cumulated into what has been for the last few years a hard bound five volume set. In the first four volumes the information indexed for each topic has been cumulated and arranged in alphabetical order by subject heading. The abstracts are numbered consecutively in these four volumes. The entry number that each article is assigned in the monthly issues differs from the entry number assigned in the annual volumes. The author indexes from the monthly issues are also cumulated annually. The annual author index is one part of the fifth volume of the annual cumulation.

How do I find out the full periodical title of my article? This information is contained in the annual cumulations only. The first section of the fifth volume of the annual cumulations is entitled *Publications Indexed for Engineering* (PIE). The list is arranged in alphabetical order by abbreviation and gives you the corresponding full title.

J Elast	Journal of Elasticity	JELSAY
J Electrochem Soc	Journal of the Electrochemical Society	JESOAN
J Electrochem Soc India	Journal of the Electrochemical Society of India	JESIA5
J Electron Mater	Journal of Electronic Materials	JECMA5
J Electrostatics	Journal of Electrostatics	JOELDH
J Energy	Journal of Energy	JENED5
J Energy Dev	Journal of Energy and Development	JENDD2
J Energy Div Proc ASCE	Journal of the Energy Division, Proceedings of the ASCE	JDAED2
J Energy Resour Technol Trans ASME	Journal of Energy Resources Technology, Transactions ASME	JERTD2
J Eng Ind Trans ASME	Journal of Engineering for Industry, Transactions ASME	JEFIA8
J Eng Mater Technol Trans ASME	Journal of Engineering Materials and Technology, Transactions of the ASME	JEMTA8
J Eng Math	Journal of Engineering Mathematics	JLEMAU
J Eng Phys	Journal of Engineering Physics (English Translation of Inzhenerno-Fizicheskii Zhurnal)	JEPHAL
J Eng Power Trans ASME	Journal of Engineering for Power, Transactions ASME	JEPOA8
J eng Sci	Journal of Engineering Sciences	JESCDO
J Environ Econ Manage	Journal of Environmental Economics and Management	JEEMDI
J Environ Sci	Journal of Environmental Sciences	JEVSAG
J Environ Sci Health Part A	Journal of Environmental Science and Health, Part A: Environmental Science and Engineering	JESEDU
J Environ Sci Health Part B	Journal of Environmental Science and Health, Part B: Pesticides, Food Contaminants, and Agricultural Wastes	JPFCD2

The journal abbreviation outlined above is cited in entry 008249. (See the front side of this page)

HOW TO USE E.R.I.C.

BIBLIOGRAPHIES & RESEARCH GUIDES: #4 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

ERIC is an acronym for the Educational Resources Information Center. It is a federally supported information system that collects and disseminates unpublished research reports (and related materials) in education and associated disciplines. There are clearinghouses throughout the U.S.--each one specializing in items for a specific educational area such as counseling, teacher education, or tests. The collected reports are reproduced on microfiche and sold to libraries. This library has the complete set of available microfiche and its accompanying indexes. (Microfiche is a piece of film that is 4" by 6" and holds 60 to 100 reduced pages.)

Parts of the ERIC system

Report collection on microfiche
- Located in the Microforms Department, 2nd floor.
- Arranged in ERIC Document number order (ED 143 869, for example).

Indexes to ERIC research reports
- *Resources in Education*, 1975-
- *Research in Education*, 1967-1974.
- Author, subject and institution indexes; an abstract (summary) is provided for each item; monthly with six-month cumulations. Located in Indexes & Abstracts area, 1st floor.

Subject Headings List
- *Thesaurus of ERIC Descriptors*
- Shelved with ERIC indexes.

Indexes to education periodical articles
- *Current Index to Journals in Education (CIJE)*, 1969-
- Same format as indexes above, however, the periodicals are in the Periodicals Collection, not in the ERIC fiche collection. Index in Indexes & Abstracts area, 1st floor.

Search Strategy

Use the *Thesaurus of ERIC Descriptors* to locate the standard subject heading that most closely describes your research topic. The *Thesaurus* will direct you from words and phrases that are not used to ones that are, and will suggest related ones; for example:

(non-standard term)	WORK ENRICHMENT
(standard term)	USE JOB ENRICHMENT
	WORK ENVIRONMENT
(UF = used for)	UF Job Conditions
	Working Conditions
(NT = narrower term)	NT Teaching Conditions
(BT = broader term)	BT Environment
(RT = related term)	RT Employer Employee Relationship
	Employment
	Flexible Working Hours
	Human Factors Engineering

The subject index is at the back of each issue of *Resources in Education*:

WORK ENVIRONMENT
Changing Family, Changing Workplace:
New Research.
ED 197 251 (ERIC document number)

Using the ERIC document number (ED 197 251), locate the abstract (summary) of the report in the "Document Resume" section of *Resources in Education* for the same dates as covered by the index used. The abstracts are in numerical order by ED number from 1967 to present.

	ED 197 251 CG 014 898
(author)	McGuigan, Dorothy G., Ed.
	Changing Family, Changing Workplace: New Research.
(institution)	Michigan Univ., Ann Arbor. Center for Continuing Education for Women.
	Sponsoring Agency--Ford Foundation
	Pub Date--80
	Note--95p.
	EDRS Price--MF01 Plus Postage. PC Not Available from EDRS.
(index terms used)	Descriptors: Attitude Measures, Careers, *Employed Women, *Family Life, *Sex Role, Spouses, Stress Variables, *Work Environment.
(abstract)	The report on changes in the marriage role between 1957 and 1976 indicates that the family is still the core area of significance . . .

From the abstract, you may judge whether you want to read the entire report. If so, you can locate the microfiche yourself in the ERIC collection in the Microforms area, 2nd floor. The microfiche are arranged by ED numbers. Copies may be made on coin-operated reader-printers.

Current Index to Journals in Education

The index to journal articles (CIJE) is searched in the same way as Resources in Education. To locate articles, you do not need any numbers from the index; record the periodical title, date and page numbers of the article and check the regular Periodical collection, 2nd floor.

Computer Searching of the ERIC System

You may pay to have a computerized literature search through ERIC. Computer searching is most worthwhile for unusual and extensive research projects that are not easily located by standard subject headings. Ask for Information Guide #12: Online Search Services at the Reference Desk for more information.

HOW TO USE GOVERNMENT REPORTS ANNOUNCEMENTS AND INDEX

BIBLIOGRAPHIES & RESEARCH GUIDES: #33 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

NTIS AND GRAI

The National Technical Information Service (NTIS) is a major source for the sale of Government-sponsored scientific research and development reports and other government analyses prepared by Federal agencies, their contractors or grantees. The *Government Reports Announcements and Index (GRAI)* is published semimonthly by NTIS "to simplify and improve public access to new report literature as it becomes available."

OBTAINING NTIS REPORTS

The library's holdings of *GRAI* begin in 1956 and continue to the present. However, MOST OF THE ITEMS MENTIONED IN THE *GRAI* ARE NOT IN THE GOVERNMENT PUBLICATIONS DEPARTMENT OR ELSEWHERE IN THIS LIBRARY. THEY MUST BE PURCHASED FROM NTIS OR, SOMETIMES, THEY MAY BE BORROWED THROUGH THE INTERLIBRARY LOAN SERVICE, 1ST FLOOR. There are order forms available at the Reference Desk. Documents should be requested by the NTIS Order Number which can be found with the complete citation in *GRAI*. To obtain the current price for these documents look on the outside back cover of the most recent issue. MF indicates the cost to purchase the document on microfiche, and PC indicates the cost to purchase a paper copy. This charge depends on how long the report is. The price code for the document you wish to order can be found with the complete citation. To determine if this library has the report, check the Author/Title Catalog, 1st floor and the Government Publications Catalog, 4th floor. (In the latter, NTIS reports are listed by NTIS report number. Ask for assistance if needed.) There are occasions when the report has been published in a journal and the journal reference will be given. These journal articles do not need to be purchased from NTIS. To determine if this library has a subscription to your journal consult the Rotary Linedex located in Periodicals/Microforms on the second floor. If this library does not subscribe to your journal, you may wish to try to obtain a copy of the article through Interlibrary Loan.

BASIC ORGANIZATION OF GRAI

GRAI announcements are arranged in 22 subject fields; (recommended in the Committee on Scientific and Technical Information (COSATI) Subject Category List) which are further subdivided into 178 subcategories. There is a detailed keyword subject index in each issue and a cumulated index is published each year.

KEY WORD SUBJECT INDEX

The easiest way to find material is first to look up your topic in the annual keyword subject index. The method used to locate the complete citation has changed several times over the years. The method described below was implemented beginning with the October 24, 1980 issue. If you need assistance in using the earlier volumes, ask at the Reference Desk.

In the annual keyword subject index you will find a citation such as the following:

ANIMAL ECOLOGY

Status, Ecology, and Management of the Lesser Prairie Chicken

PB81-121592	81-05	861	PC A02/MF A01
Order #	Issue #	Page #	Price Code

The complete citation is found in the monthly issue. First you must find the issue by the ISSUE NUMBER, in this case (81-05) (year, 1981, issue #05). When you have found the issue, turn to the indicated page, in this case (page 861). Materials are arranged on the page by the NTIS ORDER NUMBER, in this case (PB81-121592).

83-340

refer to an abstract no. rather than a page no. Each report is given an abstract no.; the citations for these reports are arranged in numerical order throughout the issue by this abstract no.

Under the NTIS ORDER NUMBER you will find the complete citation, including author(s), title, organizations the authors are associated with, date of publication, number of pages and a summary as in the example below:

PB81-121592 PC A02/MF A01
Rocky Mountain Forest and Range Experiment Station, Fort Collins, CO.

Status, Ecology, and Management of the Lesser Prairie Chicken.

Forest Service general technical rept. (Final),
Maple A. Taylor, and Fred S. Guthery. Sep 80,
21p FSGTR-RM-77

This report assesses past and recent distribution of the lesser prairie chicken; summarizes knowledge of its life history, ecology and management; and identifies research needs.

OTHER INDEXES

GRAI also provides author, NTIS Order Number, and corporate author indexes. In each case you are referred back to the main citation. Examples from each of the indexes are given below:

AUTHOR INDEX

Taylor, Maple A.
Status, Ecology, and Management of the Lesser Prairie Chicken
PB 81-121592 81-05 861 PC A02/MF A01

CORPORATE AUTHOR INDEX

Rocky Mountain Forest and Range Experiment Stations, Fort Collins, CO.
FSGTR-RM-77
Status, Ecology, and Management of the Lesser Prairie Chicken
PB81-121592 81-05 861 PC A02/MF A01

NTIS ORDER NUMBER

PB81-121592
Status, Ecology, and Management of the Lesser Prairie Chicken
PB81-121592 81-05 861 PC A02/MF A01

AREA LIBRARIES WITH PARTIAL NTIS DEPOSITORIES

University of California, Berkeley — Engineering Library

California State Library, Sacramento.

University of California, Davis, Library

HOW TO USE HRAF

BIBLIOGRAPHIES & RESEARCH GUIDES: #41 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

WHAT IS HRAF?

The *Human Relations Area Files* is a microfiche collection of descriptive, ethnographic research data located in the Reference Area, 1st floor. HRAF contains descriptive information on more than 300 groups of people from around the world. Most of the groups included are smaller societies such as the Eskimo or Masai, but HRAF also includes some nations and urban groups.

The library has a complete subscription to all HRAF microfiles that have been created. The 300+ groups (or files) in HRAF were chosen from the more than 2000 available to constitute a statistically valid sample with which to test cross-cultural theories. A few new files are added each year, but HRAF will never have all groups of people. The groups were chosen to represent every variety of social organization (cultivators, hunters and gatherers, nations, nomads, etc.) and all geographic regions.

The file on each group of people consists of individual pages from research sources organized into detailed subject classification categories. Any one page will appear in as many subject categories as necessary to cover all subjects found on that page. That page will commonly be out of context, without its surrounding pages in the original source. Sources used in the files may be books, articles, unpublished field notes, and non-English writings translated especially for HRAF.

Clearly, the advantage of HRAF is that it is not necessary to read an entire book about the Hopi in order to gather information regarding their food habits. However, the limitations of HRAF include the fact that it is not possible to get an overall understanding of a particular culture when reading individual pages out of context. The files should be used to gather specific bits of data about observable phenomena and objects; they are not intended for gathering theory or studying a cultural system.

WHAT GROUPS OF PEOPLE ARE IN HRAF?

The groups of people included in HRAF are posted on the microfiche cabinets. In the files and on that list, the cultures are grouped by regions and have alpha-numeric code numbers. The Hopi, for example, are code number NT9. The cultures and their codes are easy to find by using the following book:

Outline of World Cultures (OWC)

Arranged by region and country; alphabetical index by cultural group names which include alternate names for a group. Provides the code number. Includes about 2200 groups of people—in order to determine which are in HRAF, go back to the posted list.

WHAT SUBJECTS MAY BE USED?

Subjects are found in each file by using a classification number; the system is explained and the subjects defined in the following book:

Outline of Cultural Materials (OCM)

Arranged in ten large categories with numerous sub-categories; alphabetical index or table of contents may be used to choose the subject categories that most closely match your needs. Each subject number (*e.g.*, 524 = Games) is defined and other related subject numbers are suggested. The *OCM* includes all possible subjects from initiation rites to nightclubs—there is no guarantee that a particular subject will be found in the microfiche for a particular group of people.

These two key books and the sources listed on the other side of this guide are located in the HRAF area. *OCM* and *OWC* are also available at the Reference Desk.

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WHAT SOURCES ARE IN THE FILES?

Each file has a bibliography of sources on microfiche, but there is a printed bibliography available next to the microfiche cabinets:

SOURCE BIBLIOGRAPHY

Arranged by *OWC* code numbers for cultures; gives a complete bibliographic citation to the sources. May also be used as a guide to the most useful materials on a culture.

SAMPLE BASIC SEARCH

1. Analyze your question, listing groups of people or geographical areas of interest and subject of interest:

   What use did California Indian groups make of medicinal or recreational drugs?

2. Using the geographical index, *OWC: Outline of World Cultures*, locate the codes for all groups available in HRAF:

   Of all the California Indian Tribes, there are 4 in HRAF:
   - NS 18 — Pomo
   - NS 22 — Tubatulabal
   - NS 29 — Yokuts
   - NS 31 — Yurok

3. Using the subject index, *OCM: Outline of Cultural Materials*, locate the subject codes which are the closest to the information being sought:

   OCM has three possibilities to explore:
   - 276 — Narcotics and Stimulants
   - 278 — Pharmaceuticals
   - 733 — Alcoholism and Drug Addiction

4. In the microfiche cabinet, check the fiche set for each of the 4 groups from step 2. Within each fiche set, check to see if any of the 3 subject codes appear:

   For this search, you would be checking 12 possible places. In this case, there was some information in 8 of those places; there was no listing for 733 in any of the 4 cultures.

Seach techniques are described in more detail in the handbook to HRAF, *Nature and Use of the HRAF Files, a Research and Teaching Guide*, located with the HRAF files and at the Reference Desk.

OTHER REFERENCE SOURCES

Ref AS 36 H84 A56 — *Index to the Human Relations Area Files.* 16 volumes. 1972-79.
Arranged by subject OCM numbers. Under each subject code, it shows which cultures have entries under that subject, from which sources, and how many pages from each source. Intended to facilitate the selection of a sample of cultures for cross-cultural studies. Located in the HRAF files area.

Ref GN 307 S59 — *Sixty Cultures: a Guide to the HRAF Probability Sample Files.* 1977.
Basic data on the 60 cultures that have been chosen by HRAF, Inc. to be a good sample for rigorous tests of cross-cultural theories. Located in the HRAF files area.

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HOW TO USE THE INDEX TO INTERNATIONAL STATISTICS

BIBLIOGRAPHIES & RESEARCH GUIDES: #113 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

SCOPE

The *Index to International Statistics (IIS)*, 1983-date, provides extensive subject access to statistical tables in the publications of intergovernmental organizations (such as the United Nations). IIS is published monthly, with quarterly and annual cumulations.

Most sources listed in IIS are available in this library, but not all. Many of the sources will be in the IIS Microfiche Collection. Some publications may also be in the library's regular document, periodical, or book collections. The availability of a particular source on microfiche is determined by the information in the abstract section of IIS.

LOCATION

IIS is in the Government Publications index area, 4th floor, near the service desk. The IIS Microfiche is in a cabinet in the same area and also is available back to 1983.

STEP 1: SUBJECT INDEX

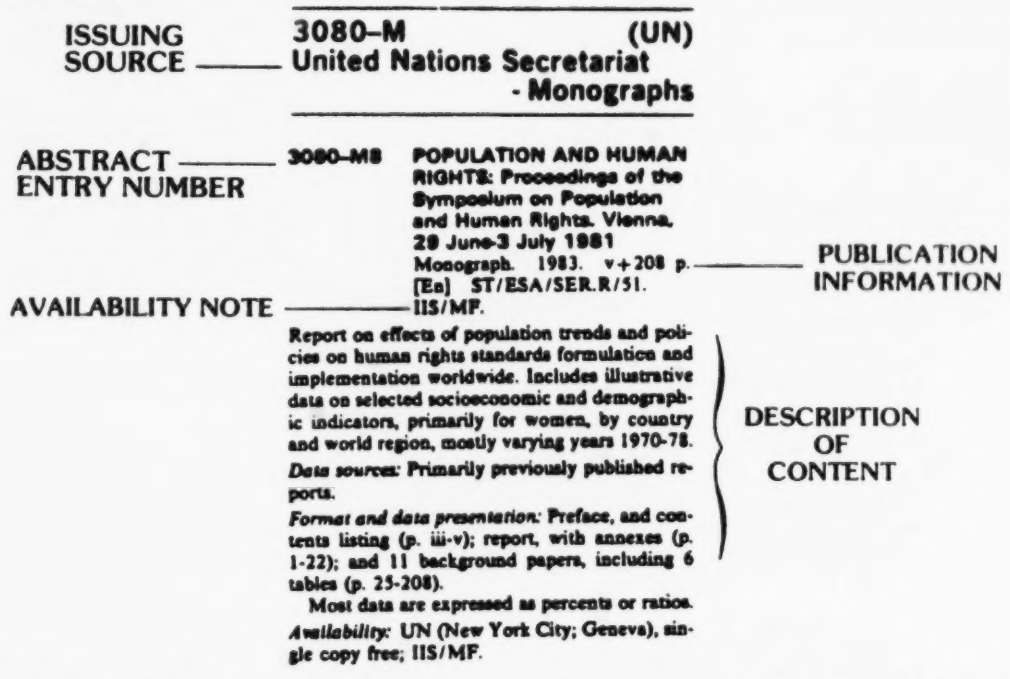
The annual index volume (or monthly and quarterly current issues) is mainly composed of an alphabetical SUBJECTS AND NAMES index with extensive cross reference from one subject to another.

SUBJECT HEADING
Human needs
see Basic needs
Human rights
-Latin America and Caribbean
REGIONAL SUBHEADINGS
Chile human rights, alleged violations by type, 1982 with comparisons for 1980-81, UN doc, 3000-D58
-Worldwide
Disappearances of persons with alleged involvement of govt, cases investigated under UN human rights program, by country, 1982, UN doc, 3000-D45
Econ inequalities (intl) effect on human rights, with external debt, and debt service payments compared to exports, by selected country, 1982 or 1983, UN doc, 3000-D93
DATA SOURCE
Population characteristics and human rights, with illustrative data on selected indicators by country/region, 1970s, UN rpt, 3080-M8
ABSTRACT ENTRY NUMBER
UN human rights covenant provisions for educ and cultural/scientific participation, country implementation rpts, UN doc series, 3000-D72
UN human rights covenant provisions for protection of family, living standards, and health, country implementation rpts, UN doc series, 3000-D59
CROSS REFERENCES TO OTHER SUBJECTS
see also Discrimination in employment
see also Racial discrimination
Humanities
see Arts and the humanities
see Government spending for recreation and culture
COUNTRY AS SUBJECT
Hungary
Agric commodity production, trade, prices, and stocks, 1970s-82, ECE annual rpt, 3210-S2

The index section also includes indexes by TITLE, by ISSUING SOURCES, by PUBLICATION NUMBERS, and by STANDARD STATISTICS CATEGORIES (such as by age, sex, commodity, industry).

STEP 2: ABSTRACT SECTION

Look up your abstract entry number in the ABSTRACT section for the same year or quarter as the SUBJECT index used. The abstract entry provides complete source information and a detailed description of the contents of the statistical tables.


ISSUING SOURCE
3080-M (UN)
United Nations Secretariat
- Monographs
ABSTRACT ENTRY NUMBER
3080-M8
POPULATION AND HUMAN RIGHTS: Proceedings of the Symposium on Population and Human Rights, Vienna, 29 June-3 July 1981
Monograph. 1983. v+208 p.
[En] ST/ESA/SER.R/51.
PUBLICATION INFORMATION
AVAILABILITY NOTE
IIS/MF.
Report on effects of population trends and policies on human rights standards formulation and implementation worldwide. Includes illustrative data on selected socioeconomic and demographic indicators, primarily for women, by country and world region, mostly varying years 1970-78.
Data sources: Primarily previously published reports.
Format and data presentation: Preface, and contents listing (p. iii-v); report, with annexes (p. 1-22); and 11 background papers, including 6 tables (p. 25-208).
Most data are expressed as percents or ratios.
Availability: UN (New York City; Geneva), single copy free; IIS/MF.
DESCRIPTION OF CONTENT

The IIS is so complete that it indexes parts of documents and articles in periodicals such as the *OPEC Bulletin*. The abstract entry number for these will often be expanded by the use of decimal points; the complete bibliographic information (with publisher and periodical title) will be given only with the main abstract entry number at the beginning of the series. For example, complete information for 2850-P1.10 will be listed under 2850-P1.

The IIS abstract sections are arranged by issuing sources; each issuing source has a permanent set of IIS numbers. The Organization of Petroleum Exporting Countries (OPEC), for example, is always numbered 2850.

STEP 3: FINDING THE SOURCE

The availability of a particular source is determined by the information at the beginning of an abstract:

IIS/MF .....Entire publication is on IIS fiche.
IIS/MF/Not filmed .....Not available on IIS fiche.

Is it on IIS fiche?

Go to the IIS fiche cabinet and check the drawer for the same year as the index/abstract set you used. The fiche are arranged in IIS number order. There are several fiche readers and one reader-printer available in the area.

Some sources on fiche are also available in print in the Government Publications collection or elsewhere — especially statistical yearbooks and periodicals from major organizations. Ask at the service desk.

Is it not available on IIS fiche?

Check the abstract description to determine the issuing organization, document title, and whether it is a periodical or not. The staff at the Government Publications Desk will show you how to check the card catalog for international organizations to see if the document is in our collection.

International documents that are not in our collection may be available at large research libraries in the Bay Area.

HOW TO USE PREDICASTS PUBLICATIONS

BIBLIOGRAPHIES & RESEARCH GUIDES: #45 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Predicasts publications provide information to persons doing research about markets: companies, industries and economic trends. The following information is designed to help the first time user of this important family of research tools.

F & S Index, United States 1962- , weekly with quarterly and annual cumulations.
Location: Reference Indexes and Abstracts Area.

Identifies articles in leading publications including major business magazines, trade journals and newspapers.

The Industries and Products section lists articles under a numerical system based on the Standard Industrial Classification. The SIC system is used throughout business and government to gather and organize industry information. Predicasts has modified this system by adding a classification beginning with "E" for economic indicators, adding classification 990 for general business and management information, and by adding more detailed subsections under other classifications. See the Table of Contents for an outline of the modified SIC arrangement.

Use the SIC Alpha Guide to determine the SIC number for your product or industry. The Alpha Guide is in Section B following the User's Guide in the quarterly and annual issues of F & S Index. Once you have found your SIC number in the Industries and Products section, also check the related broader classifications, as in the following example:

SIC Alpha Guide

Telephones in Use	481 1085
Telescopes, Reflecting	383 2551
Telescopes, Refracting	383 2513
Teletext	481 1520
Television, Color	365 1202
Television, Monochrome	365 1201
Television, Premium CATV	483 4002
Television Advertising	731 3200
Television Broadcasting	483 3000
Television Distribution	782 4000
Television Picture Tubes	367 1200
Television Production	781 4000
Television Services, Satellite	484 3000
Television Sets	365 1200
Television Sets, Portable	365 1210

INDUSTRIES AND PRODUCTS SECTION

Dot marks a major article

3650 Consumer Electronics
Organizations & Institutions
Consumer electronics dealers operating data,1985
Products & Processes
integration will be future trend for consumer electronics — Ind Week 6/24/85 p22
Japanese new product preview for 1985 Consumer Electronics Show, Chicago — Merch Mo 5/85 p11
36512 Television Sets — Ec World 6/85
Samsung—Is taking the first step to making its name part of the US mass market — Merch Mo 11/85 p6
General Electric—Will cease making color TV sets and get them from Matsushita Electric — Merch Mo 11/85 p8
Television sets in use data,1985 — High Tech 5/85 p62
3651202 Color Television
Zenith Electronics—Fights adverse trends by entering new color TV mkts — WSJ (Nj) 10/21/85 p18
General Electric—To receive color TVs from Mitsubishi Electric for sale under GE name — Jpn Econ J 11/16/85 p19
Toshiba America—To raise US color TV capacity to 750,000 units/yr — AGEFI 6/26/85 p10
Color television shipments prdtn,1986 — Appl Mkt 11/85 p21
Color television shipments prdtn,1990 — Elec Busns 12/10/85 p97

source date page

To locate the article, first find the complete title of the periodical in Section C which follows the SIC Alpha Guide. In the above example, Elec Busns = Electronic Business.

The Companies Section of F & S Index lists company names alphabetically.

ACA Joe
Financial analysis of this mens clothing retailer — Barrons 03/03/86 p68

Accu-Tech
Manufactures a machine to stress test lumber at mill production speeds — Forest Ind 03/00/86 p32

source date page

85-552

F & S Index, Europe 1979 - , monthly with annual cumulations. Location: Reference Indexes and Abstracts Area. Includes U.S.S.R.

F & S Index, International 1979 - , monthly with annual cumulations. Location: Reference Indexes and Abstracts Area. For countries not in the United States or Europe volumes.

Arrangement is similar to F & S Index, United States except that these indexes have a middle section arranging the articles by region and country subdivided by SIC number for industry and product.

SINGAPORE

POPULATION CHARACTERISTICS E100	
Population projtn 2000	Wld DevRpt 7/85 p211
Fertility rate projtn 2000	Wld DevRpt 7/85 p213
NATIONAL INCOME & EXPENDITURE E300	
Gross national product (constant prices) data 1985	Mondo Econ 9/9/85 p31
GNP growth to total 5.7% in 1985 vs 8% in 1984	Export Dir 10/85 p30
GNP to fall by 2% in 1985 vs 1984	FT London 11/19/85 p4
Gross national product (constant prices) projtn 198[illegible]	Time 11/25/85 p[illegible]
is headed for a negative growth rate of 2.3% for 1985	Bus Week 12/16/85 p41
Real GDP grew 8.2% in 1984	Bus Japan 8/85 p47
Gross domestic product (constant prices) data 1985	Tokyo Finfr 10/85 p4
Gross domestic product projtn 2000	Jpn Econ J 10/19/85 p12
GDP will decline more than 2% in 1985 vs 1984	Asian WSJ 12/2/85 p16
INTNL FINANCIAL TRANSACTIONS E570	
Tabulates 1984 trade with Brazil	Asian Bus 11/85 p32
AGRICULTURE, FORESTRY, FISHING 010	
Feed grains imports projtn,1986	FAC Grains 11/85 p17
Wheat imports projtn,1986	FAC Grains 11/85 p16
Cotton imports projtn,1986	FAC Cotton 11/85 p11
MINING & EXTRACTIVE INDUSTRIES 100	
US petroleum & natural gas cos expend for new plant & equipment projtn,1986	Curr Bus 9/85 p27

source → date → page

PROMT (Predicasts Overview of Markets and Technology) 1983 - , monthly. Location: Reference Indexes and Abstracts Area.

A selective index to worldwide articles in 28 industries designed to provide an update on significant trends. The abstracts are concise and informative frequently providing key statistical data.

To browse for current awareness, check the Table of Contents on the cover of each issue for the section numbers of your field of interest. For more detailed subject references by industry or company name use the Index (monthly with quarterly and and annual cumulations, cream colored pages.)

TABLE OF CONTENTS

CHEMICALS	
INORGANIC CHEMICALS	281
COATINGS & PIGMENTS	285
ORGANIC CHEMICALS	286
ADHESIVES	289

OR

Chile •286 67

Chile: Will build a 748,000 tpy methanol plant in Cabo Negro. IFC will provide financing for 75% of the plant. A consortium that includes Marubeni, Kawasaki Heavy Industries and Nissho Iwai will supply gear for the project. O&G Jour 01/20/86 p52

INDEX

SUBJECT	SECTION NUMBER	ABSTRACT NUMBER	ISSUE NUMBER
Methanol			
Africa, facilities	286	67	2
Asia&Oc, facilities	286	67	2
BASF, facilities	286	68	2
BASF, facilities	286	70	3
BASF, license agreements	286	53	1
C America, facilities	286	67	2
Canada, facilities	286	67	2
Celanese Canada, mgmt services	286	65	3
Chile, facilities	286	70	2
Chile, facilities	286	67	3
Com Wld, facilities	286	67	2
EC, facilities	286	67	2
EC, intnl economics	286	71	2
Emirates, facilities	286	71	3
Eur-EC, facilities	286	67	2
Imperial Chemical Ind, facilities	286	13	1
Indonesia, sales & consumptn	286	65	2
Japan, mfr processes	286	69	3
Japan, sales & consumptn	286	65	2

If you wish to read the source article, check Section C in the back of each issue for the complete title of the periodical. For instance, O & G Jour = Oil and Gas Journal.

HOW TO USE PSYCHOLOGICAL ABSTRACTS

BIBLIOGRAPHIES & RESEARCH GUIDES: #2 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

Psychological Abstracts, 1927-, indexes articles that have appeared in psychology and psychology-related journals by author and by subject. Psychological Abstracts also provides summaries (or abstracts, of the articles indexed. These abstracts are very useful in determining the relevance of a particular article. Psychological Abstracts is published monthly with six-month and annual cumulative indexes and occasional cumulative indexes covering longer periods (1927-1983). Psychological Abstracts also indexes psychology-related books and dissertations.

The following examples illustrate the use of *Psychological Abstracts*. They show how to look up articles by subject. To locate articles by author, follow the same procedure using the separate author indexes which follow the subject index.

Searching By Subject

1. Brief monthly index in back of each issue:

   Child Abuse
   2978, 3277, 4866, 4867 ← (Abstract numbers)

2. Six-month or annual cumulative index (in a separate volume):

   Child Abuse
   child abuse, deprivation in parent's rearing & mistaken notions of child rearing, 5215
   child abuse, family history over 5 generations, implications for prevention, 3277 ← (Abstract number)
   child abuse, parental personality & psycho-dynamics & social & personal circumstances, 1212

3. Cumulative subject indexes (1927-1983):

   Child Abuse
   adult mistreatment of children in schools & at home & in courts & jails & in social situations, book, 51:1322
   child abuse in military community, residence patterns, abusing vs. non-abusing military families, 47:5113
   child abuse, family history over 5 generations, implications for prevention, 48:3277
   (Volume number) (Abstract number)

   The cumulative subject indexes for 1927-1968 refer to Year: Abstract number rather than Volume number: Abstract number.

Locating the Article Abstract

To locate the article abstract, match the dates of the index used to the abstracts for the same dates. The abstracts are arranged in abstract number order.

Sample abstract:

Authors

Abstract Number → 3277 Oliver, J.E. & Taylor, Audrey. (Burderop Hospital, Wroughton England) "Five generations of ill-treated children in one family pedigree." *British Journal of Psychiatry,*

Article Citation → 1971 (Nov), vol. 119(552), 473-480. — Reports a study of the family of a 3½ month old battered baby. Data show that the majority of the 49 individuals closely related to the baby

Abstract → (over 5 generations) had been abused physically and emotionally . . . Greater efforts to reduce the birth rate of such problem families or to remove children are indicated. (15 ref) —R.L. Sulzer

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PSYCHOLOGICAL ABSTRACTS

Browsing

Each issue of *Psychological Abstracts* is arranged by broad subject categories (in addition to being in item number order). These broad categories are listed in the table of contents in the front. It is possible, therefore, to simply scan all the current articles appearing in a certain sub-field of psychology. Child abuse, for example, often appears in the sections titled "Behavior Disorders" or "Marriage and the Family."

Subject Headings List

There is a companion volume to Psychological Abstracts that lists the standard subject headings it uses, the Thesaurus of Psychological Index Terms. This book will direct from words and phrases that are not used within the subject index to ones that are and it may suggest related headings, for example:

Child Abuse	
Scope Note	Physical, sexual or psychological abuse or neglect of children.
Broader	Antisocial Behavior Behavior Disorders Family Violence
Narrower	Battered Child Syndrome
Child Psychiatric Clinics	
Use	Child Guidance Clinics

If you are having difficulty locating your subject, look for this book shelved with Psychological Abstracts or ask a Reference Librarian for suggestions.

COMPUTER LITERATURE SEARCHING

Psychological Abstracts (1967-present) can be searched by computer. Ask at the Reference Desk for Information Guide #12, Online Search Services, for a description of the program and the type of information available.

HOW TO USE THE READERS' GUIDE

BIBLIOGRAPHIES & RESEARCH GUIDES: #1 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

MAGAZINE, JOURNAL = PERIODICAL

The Readers' Guide to Periodical Literature is a subject and author listing of articles that have appeared in many popular magazines and a few more specialized scholarly magazines, commonly called journals. The word periodical is just another name for a magazine or journal.

Typical entries in *Readers' Guide* look like this:

SOKOLOV, Raymond A.
Hats. il N Y Times Mag p87 F 22 '76
Post flab. il N Y Times Mag p4 Ja 18 '76
SOLAR energy
Solar energy, the ultimate powerhouse. J.L. Wilhelm. il Nat Geog 149:380-97 Mr'76
Who will own the sun? M. Northcross. Progressive 40:14-16 Ap '76
SOLAR engines
Sun-powered Freon engine drives air-concitioned generator. E.F. Lindsley. il Pop Sci 208:88-9 F '76

Author entries and subject entries are interfiled alphabetically as in the example above with the articles by SOKOLOV and about SOLAR ENERGY. Here are the component parts of the first article listed under the heading, SOLAR ENERGY:

Solar energy, the ultimate powerhouse	= Article title
J. L. Wilhelm	= Article author
il	= Article is illustrated
Nat Geog	= National Geographic (Magazine title)
149	= Volume number 149
380-97	= Page numbers 380-97
Mr '76	= March 1976

The order of information listed under subject headings is always the same. Descriptive information about the article (such as the fact that it is illustrated or includes a list of biblographic references) always appear in small letters and is abbreviated. The abbreviations are explained in the front of each issue of the *Readers' Guide*. The name of the the magazine (which always begins with a capital letter) is often abbreviated too. Explanations of these magazine abbrevations also appear in the front of each *Readers' Guide*. You should write down all of this information in order to actually locate the article.

The most recent information in *Readers' Guide* is about one month old. The date covered by each recent paperback issue appears on the cover of the issue, in fine print, just below the volume and issue number in bold print. For current subjects the usual procedure is to begin with the most recent paperback issues and work backwards through the bound volumes until the information is no longer recent enough to be useful (*Readers' Guide* goes back as far as 1900. *Readers' Guide* is published twice a month with three month cumulations and annual (and longer) bound volumes. There is a comprehensive index for the years, 1959-1970 and 1973-1978 (1970-1973 is in progress). This is called the *Cumulative Guide to Periodical Literature.*

Once you've compiled a list of the relevant articles from the *Readers' Guide* you need to locate the magazines in which they are published. To determine if the library subscribes to a particular periodical, consult the *P.O.S.T.* (Periodical or Serial Titles) list located near the *Readers' Guide*, or in the Periodicals/Microforms Area. In *P.O.S.T.* periodicals they are arranged alphabetically by their title. For more information on locating periodicals, ask at the Reference Desk for Information Guides #7, How to Locate Periodicals.

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There are several other indexes to popular magazines which can be used to supplement *Readers' Guide*. They are particularly useful for locating articles that have appeared in newer and more alternative magazines:

Access: the Supplementary Index to Periodicals, 1978-
Alternative Press Index, 1969-
The Magazine Index, 1977-

For most subject areas, indexes are available which list articles appearing in specialized journals in that subject field. A Reference Librarian can suggest specialized indexes appropriate to your topic. Listed below are some of the more specialized indexes that are formatted like *Readers' Guide*:

Applied Science and Technology Index, 1958-
Art Index, 1929-
Bibliographic Index, 1937-
Biography Index, 1946-
Biological and Agricultural Index, 1964-
Business Periodicals Index, 1958-
Education Index, 1929-
General Science Index, 1978-
Humanities Index, 1974-
Index to Legal Periodicals, 1886-
Library Literature, 1921-
Social Sciences Index, 1974-
Social Sciences and Humanities Index, 1965-1973.

HOW TO USE THE STATISTICAL REFERENCE INDEX

BIBLIOGRAPHIES & RESEARCH GUIDES: #104 J. PAUL LEONARD LIBRARY SAN FRANCISCO STATE UNIVERSITY

SCOPE

The *Statistical Reference Index (SRI)*, 1980 - date, provides extensive subject access to statistical tables in publications from commercial publishers, non-profit and professional associations, university research centers, and state governments. SRI is published monthly, with quarterly and annual cumulations.

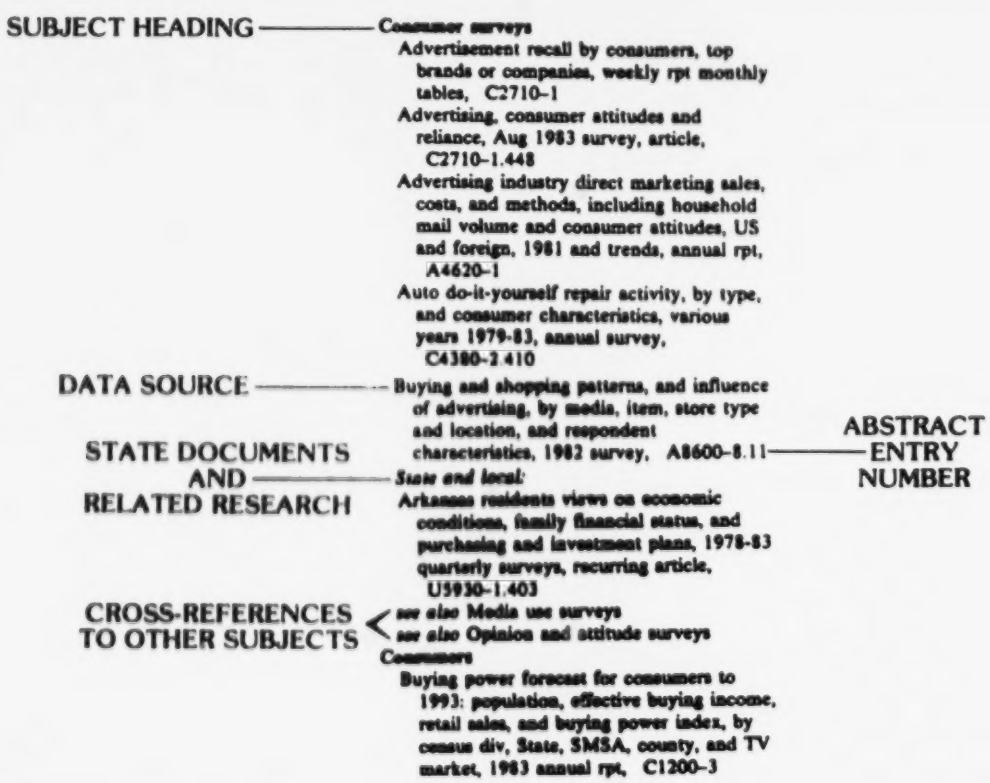
Most sources listed in SRI are available in this library, but not all. Many of the sources will be in the SRI Microfiche Collection, either in whole or in part. Some publications that were not filmed for that collection may be in the library's regular book or periodical collections. The availability of a particular source is determined by the information in the abstract section of SRI.

LOCATION

SRI is in the Government Publications index area, 4th floor, near the service desk. The SRI Microfiche is in a cabinet in the same area and also is available back to 1980.

STEP 1: SUBJECT INDEX

The annual index volume (or monthly or quarterly current issues) is mainly composed of an alphabetical SUBJECTS AND NAMES index with extensive cross-references from one subject to another:


SUBJECT HEADING
Consumer surveys
Advertisement recall by consumers, top brands or companies, weekly rpt monthly tables, C2710-1
Advertising, consumer attitudes and reliance, Aug 1983 survey, article, C2710-1.448
Advertising industry direct marketing sales, costs, and methods, including household mail volume and consumer attitudes, US and foreign, 1981 and trends, annual rpt, A4620-1
Auto do-it-yourself repair activity, by type, and consumer characteristics, various years 1979-83, annual survey, C4380-2.410
DATA SOURCE
Buying and shopping patterns, and influence of advertising, by media, item, store type and location, and respondent characteristics, 1982 survey, A8600-8.11
ABSTRACT ENTRY NUMBER
STATE DOCUMENTS AND RELATED RESEARCH
State and local:
Arkansas residents views on economic conditions, family financial status, and purchasing and investment plans, 1978-83 quarterly surveys, recurring article, U5930-1.403
CROSS-REFERENCES TO OTHER SUBJECTS
see also Media use surveys
see also Opinion and attitude surveys
Consumers
Buying power forecast for consumers to 1993: population, effective buying income, retail sales, and buying power index, by census div, State, SMSA, county, and TV market, 1983 annual rpt, C1200-3

This volume also includes indexes by TITLE, by ISSUING SOURCE, and by STANDARD STATISTICAL CATEGORIES (such as age, sex, SMSA, SIC number).

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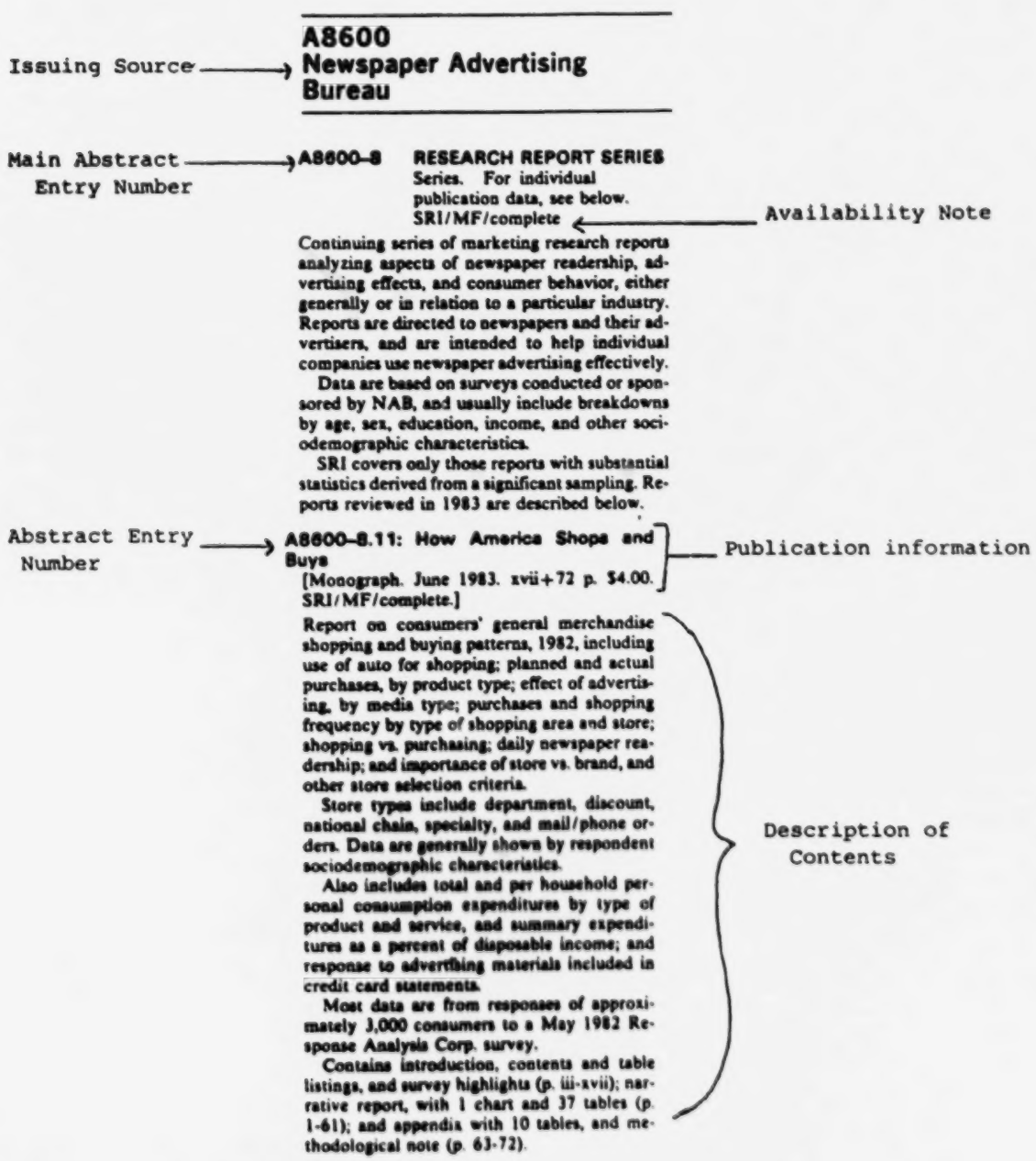
STEP 2: ABSTRACT SECTION

Look up your abstract entry number in the ABSTRACT volume for the same year as the SUBJECT INDEX volume used (or in the matching month and year in the current issues). The abstract entry gives source information and a detailed description of the contents of the statistical tables.


Issuing Source
A8600
Newspaper Advertising Bureau
Main Abstract Entry Number
A8600-8 RESEARCH REPORT SERIES
Series. For individual publication data, see below.
SRI/MF/complete
Availability Note
Continuing series of marketing research reports analyzing aspects of newspaper readership, advertising effects, and consumer behavior, either generally or in relation to a particular industry. Reports are directed to newspapers and their advertisers, and are intended to help individual companies use newspaper advertising effectively.
Data are based on surveys conducted or sponsored by NAB, and usually include breakdowns by age, sex, education, income, and other sociodemographic characteristics.
SRI covers only those reports with substantial statistics derived from a significant sampling. Reports reviewed in 1983 are described below.
Abstract Entry Number
A8600-8.11: How America Shops and Buys
[Monograph. June 1983. xvii+72 p. $4.00. SRI/MF/complete.]
Publication information
Report on consumers' general merchandise shopping and buying patterns, 1982, including use of auto for shopping; planned and actual purchases, by product type; effect of advertising, by media type; purchases and shopping frequency by type of shopping area and store; shopping vs. purchasing; daily newspaper readership; and importance of store vs. brand, and other store selection criteria.
Store types include department, discount, national chain, specialty, and mail/phone orders. Data are generally shown by respondent sociodemographic characteristics.
Also includes total and per household personal consumption expenditures by type of product and service, and summary expenditures as a percent of disposable income; and response to advertising materials included in credit card statements.
Most data are from responses of approximately 3,000 consumers to a May 1982 Response Analysis Corp. survey.
Contains introduction, contents and table listings, and survey highlights (p. iii-xvii); narrative report, with 1 chart and 37 tables (p. 1-61); and appendix with 10 tables, and methodological note (p. 63-72).
Description of Contents

The SRI index is so complete that it indexes chapters in reports and articles in periodicals such as Advertising Age. The abstract entry number for these will often be expanded by the use of decimal points; the complete bibliographic information (with publisher and periodical title) will be given only with the main abstract entry number at the beginning of the series. For example, complete information for A8680-1.401 will be listed under A8680-1.

The SRI abstract volumes are arranged by issuing sources; each issuing source has a permanent set of SRI numbers. The Television Bureau of Advertising, for example, is always numbered A9055.

STEP 3: FINDING THE SOURCE

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